



**Commissioner** John O’Grady • **Commissioner** Paula Brooks • **Commissioner** Marilyn Brown  
President

**Department of Sanitary Engineering**  
Stephen A. Renner, Director

June 2, 2016

**FRANKLIN COUNTY DEPARTMENT OF SANITARY ENGINEERING  
REQUEST FOR QUALIFICATIONS AND CONTRACT DOCUMENTS  
2016-09-17**

**CONSTRUCTION INSPECTION, CONSTRUCTION ADMINISTRATION AND  
MATERIALS TESTING SERVICES**  
373 South High Street, 25<sup>th</sup> Floor  
Purchasing Department  
Columbus, Ohio 43215  
Franklin County

**Addendum No. 1**

**TO ALL BIDDERS:**

This Addendum supplements and amends the original Request for Qualifications and Contract Documents and shall be taken into account in preparing submissions. When returning your statement of qualifications, please sign and return the signature page of the Addendum with your response.

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<b>Company name and signature of authorized company representative</b>	<b>Date</b>
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## CONSTRUCTION INSPECTION, CONSTRUCTION ADMINISTRATION AND MATERIALS TESTING SERVICES

RFQ 2016-09-17  
Addendum No. 1  
June 2, 2016

1. The Submittal Deadline **Date/Time** is changed to: **Monday, June 13, 2016 at 2:00 PM** (EST).
2. **Appendix F – Qualifications, Project Information and Requirements, Section 4.0 Submission Guidelines: Incorporate Subsection 4.8:**  
Include a copy, or copies, of a complete and typical example inspector's field report for a related sewer project completed by the proposed inspector(s). If desired, the client name or other sensitive information can be redacted.
3. Question: Please provide clarification to the following question: Appendix E requires pricing that "shall itemize for each task and team member: labor rates, number of hours to complete each task, expenses, total cost for each task and total cost". However, the RFQ does not provide enough information at this point to provide overall costs and hours. The background mentions substantial completion as "end of 2016 however, we have not been made privy to schedule of work, how many submittals will be reviewed, number of materials test requires etc. Please advise if such detailed pricing should be due with the RFQ response or when a team has been selected?

Answer: The work will be for our Mon E Bak and Brown Road East sewer rectification project. This will include several point repairs for sags, finishing the pump station and restoration work, including paving. The construction bid solicitation was released May 25, 2016. The project bid information is available on the Franklin County Purchasing website at <http://purchasing.franklincountyohio.gov/businesses/bid-opportunities/> or on the Key Blue Prints, Inc. Plan Room site at: <https://www.ipdservices.com/clients/key/index.html?KeyBluePrints&Show=Planroom>.

A submittal log or number of tests is unknown at this time. We would expect the submittals to be minimal – pipe, coupling, coatings, asphalt, seed, valves, etc. Inspectors should be full time for at least 180 days then dropping off as restoration occurs and intermittent oversight is needed. Due to the time of bidding, there will likely be some down time over winter months until asphalt plants reopen.

4. Question: On the Offerors Deliverables Checklist, four copies of the RFQ Data Sheet needs to be submitted with our submittal. The RFQ Data Sheet is not included in the package. Please provide a copy to include.

Answer: Please disregard that checklist item. The RFQ Data Sheet is not included with the RFQ and is not necessary for this project. **Appendix D, Offerors Deliverables Checklist. Delete in its entirety and replace with the revised and attached Appendix D Offerors Deliverables Checklist.**

5. Question: Listed in the Calendar of Events section of the RFQ it states “Vendors must submit three original hard copies and one CD Rom. However, in Section 2.05 RFQ Instructions as well as the Offerors Deliverables Checklist, the RFQ states four Original hard copy originals plus complete RFQ submission onto two CD ROMs or thumb drives. Please confirm how many copies need to be submitted for each requested document.

Answer: Use the RFQ Instructions and Deliverables Checklist – Submit four hard copies plus the two (2) CD ROMs or Thumb Drives. **Request for Qualifications, Calendar of Events only. Delete in its entirety and replace with the new Calendar of Events as attached.**

6. Question: Are there any page number limitations, double or single sided only, font size minimums, and/or binding limitations/requirements for the subject RFQ? If so, will resumes and exhibits (affidavits and declarations) count toward the page limit?

Answer: There are none noted, except the submittal has to be bound. A plastic comb, spiral, or 3-ring notebook is acceptable.

7. Question: What is the expected/proposed duration of the construction period.

Answer: 180 days to substantial completion and 300 for final due to winter. See Appendix F, Item 4.0, Paragraph 5.

8. Question: Is there an estimated cost of construction available?

Answer: The project went to construction bid on May 25, 2016. Plan locations are referenced in Item 3, above. The engineer’s estimate of construction is \$5,331,974.00.

9. Are there any record drawings and/or CCTV inspection available for review to provide a better understanding of the construction needs of this project.

Answer: The bid plans will provide adequate information about the construction needs.

10. Question: Has the project gone out to bid for a contractor?

Answer: Yes. See Item 3.

11. Question: Does the “Bachelor’s degree + 3 years or high school diploma + 20 years” experience requirement apply to the CA and the CI?

Answer: Yes.

12. Question: We are assuming one progress meeting per month for the duration of construction. Is that acceptable?

Answer: Yes. Of course more frequent communication will be occurring in the interim.

13. Question: Will the design professional or the Construction Administrator (CA) be responsible for reviewing submittals?

Answer: I’m not sure how each company administers staff for this type of work. Somebody with experience in the selected firm has to review and approve submittals. The County has had CA’s that are engineers, so they have generally performed their own reviews with assistance from a design engineer, if needed. No engineering seal is required on any submittals.

14. Question: The RFP does not provide enough information to enable the development of the price proposal requested as part of the RFP.

a. Is there a bid schedule available so we can price the effort accordingly?

Answer: Please see the links in Item 3.

b. Are there construction and contract documents (in draft or final form) available so we can price the effort accordingly?

Answer: Same as above.

**Attachments:**

**1. Appendix D, Offerors Deliverables Checklist, revised 6-2-16.**

**2. Request for Qualifications, Calendar of Events only, revised 6-2-16.**

**APPENDIX D – Revised per Addendum #1 dated 6/2/16**

**OFFERORS DELIVERABLES CHECKLIST**

<b>Four (4) Original hard copy originals of all forms/documents listed below plus a copy of your complete RFQ submission scanned onto two (2) CD ROMs or Thumb Drives</b>		
<b>FORM OR DOCUMENT</b>	<b>DESCRIPTION &amp; NUMBER OF DOCUMENTS</b>	<b>✓</b>
<b>One complete pack of all completed Documents saved to 2 CD Roms or Thumb Drives</b>	Submit with your RFQ response one complete packet of all documents of the RFQ including those that must be completed.	
<b>Cover Page</b>	4 Originals – Completed	
<b>Statement of Receipt Form &amp; “No Response” Form</b>	Please complete and fax to our office at (614) 525-3144 prior to the RFQ opening if there will be no quote.	
<b>Certificate of Good Standing</b>	4 Copies	
<b>Workmen’s Compensation Liability Certificate</b>	4 Copies, if required by Offeror’s State law (Ohio law requires proof of Workers Compensation).	
<b>Certificate of Insurance (See Section 4.09, Appendix G Draft Contract)</b>	1 Original and 3 Copies. The Franklin County Board of Commissioners and RFQ Title and RFQ Number must be identified as additional insured.	
<b>Appendix A – Affidavits and Small &amp; Emerging Business Information (Exhibits A-1, A-2, &amp; A-3)</b>	4 Originals of each – Completed, signed and Notarized where indicated.	
<b>Appendix B – References</b>	4 Originals – Completed	
<b>Appendix C – Performance Bond</b>	Not Applicable	
<b>Appendix D - Checklist</b>	4 Copies	
<b>Appendix E – Pricing</b>	4 Originals	
<b>Appendix F – Qualifications</b>	4 Copies of any/all requested materials in Section 4 of Appendix F.	
<b>Appendix G – Draft Contract</b>	Submittal not required, however awarded Contractor will enter into contract with Franklin County under Appendix G or as agreed upon by Franklin County and Firm	
<b>W-9 Form</b>	4 Copies, Completed and Signed.	
<b>Amendments / Clarifications, if applicable</b>	4 Copies, Signed - Signature Page Only	

### CALENDAR OF EVENTS – REVISED PER ADDENDUM #1 DATED 6/2/16

The schedule for the RFQ is given below. Please note that dates are tentative and subject to change and/or modified by Franklin County, as necessary.

Key Dates	Event
May 12, 2016	Request for Qualifications (RFQ) Advertising period. Inquiry process begins. RFQ instructions and documents are posted on Franklin County's website for additional interested parties to retrieve.
<b>May 31, 2016 by 5:00 p.m.</b>	Offeror Question Submission Deadline. (Q&A) : All questions pertaining to this RFQ must be submitted, in writing, to K. Marie Doklovic, PE, by the date and time listed, via email to: <a href="mailto:kmdoklov@franklincountyohio.gov">kmdoklov@franklincountyohio.gov</a> to be considered for a response.
June 6, 2016 by the close of business	Answers provided to Offeror's questions are posted to Franklin County's website in the form of a Clarification and/or Amendment.
May 12, 2016 – June 6, 2016	The Offeror should submit their intention to propose or decline to propose via <i>Statement of Receipt Form</i> and <i>"No Response" Form</i> .
<b>June 13, 2016 by 2:00 p.m.</b>	<b><u>Sealed submissions are due to Franklin County Purchasing by 2:00 p.m. on June 13, 2016.</u></b> Vendors must submit four (4) Original hard copy originals and two (2) CD Roms or Thumb Drives of all requested documentation, including binding signatures <u>by 2:00 p.m.</u> on the due date or the submission will be rejected. RFQ submissions will be opened at 2:00 p.m. and the names of vendors read aloud. All interested parties may attend the RFQ opening but are not required to do so.
June 20, 2016*	Evaluation of RFQ submissions are complete, finalist selected.
June 27- June 30, 2016*	Contract Negotiations
July 1, 2016*	Contract paperwork submitted to Clerks Office
July 7, 2016*	Board Of Commissioners Briefing
July 12, 2016*	Board of Commissioner Approval/Contract Award
July 18, 2016*	Anticipated Contract Start Date

\*Estimated Dates subject to change